

MANAGEMENT AND ACCOUNTABILITY

As the Careers Adviser you are required to undertake a professional approach to all administrative processes including planning and time management, record keeping, service provision and project management. You are accountable to the Principal or their nominee.

Time management

Time management refers to the process of planning and exercising conscious control over the amount of time spent on specific activities. This is essential in your effort to be effective, efficient and productive.

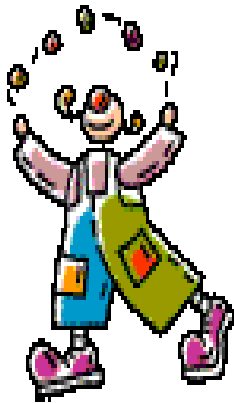
ADVICE:

- **Handle each piece of paper only once.**
- **Develop systems and processes to manage:**
 - Mail and email
 - Filing
 - Important information
 - Events
 - Timetabled lessons and obligations
 - Appointments / Interviews
 - Phone calls.
- **Set up email distribution lists.**
- **Utilise a diary, wall planner and/or the calendar in Outlook.**
- **Set up well labeled electronic files to store emails, documents etc**
- **File regularly in clearly labelled and easily accessible folders or drop files, or electronic folders.**
- **Negotiate a careers space on the school website to post information.**
- **Consider social media and blogs for your communication strategy.**
- **The annual calendar needs your input:**
 - Awareness of non-negotiable dates eg. HSC exams.
 - Note key career activities on the calendar very early in the year.
 - Time-frame your activities to ensure the smooth running of events.
 - Ensure activities are well spread through the year to avoid burn-out.
- **Develop strategies and techniques to manage:**
 - Staff member requests.
 - Programming (including a cross curriculum approach).
 - Your professional development.
 - Career Education / Work Education / Work Studies classes.
 - Student / parent interviews.



- Phone call / email enquiries.
- **At the end of each calendar year, archive important / legal documents and store for 2 years in a secure area in the school.**

REFLECTION:



How are you using your time?

Consider:

- daily demands
- large activities that demand of you over an extended period of time
- activities that occur on a regular basis



Record management

Record keeping can be viewed as time-consuming however it is an essential element of professional practice.

CAREER PROGRAMS:

The Careers Adviser should develop and keep a record of the **career education program** they deliver or coordinate. Appropriate supporting documentation and records should be maintained. (For more details regarding career education programs please refer to the section on “Career Development”)

CAREER COUNSELLING:

Documenting individual counselling sessions and maintaining student records in a secure environment is important for student confidentiality, the retrieval of decisions or building on new evidence. Records provide a case history which can support follow-up support and advice.

The student records developed should capture thoughtful reflective thinking and professional judgment of the intervention and careers service suggested to the student. Notes should distinguish between facts, observations, hard data and opinions.

WORK EXPERIENCE:

It is essential to collect and record all documentation required for the purpose of providing students with a workplace experience. This information is to meet the duty of care and child protection responsibilities and to support the information needs of the student, employer and the parent/carer.

Work experience documentation needs to be gathered and stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information collected will only be disclosed for purposes directly related to the purpose for which it is collected.

For more information regarding work experience record keeping please go to:
<https://www.det.nsw.edu.au/vetinschools/worklearn/operating.html>

Accountability

As the Careers Adviser you need to be able to account for your activity and accept responsibility for your role. You should work in a transparent manner and provide avenues in which to report results and outcomes of your activity, such as providing regular newsletters, information on websites etc.

The Careers Adviser is also responsible for any funds or property entrusted to them.

STRUCTURE and PLANNING:

The Careers Adviser is ultimately accountable to the Principal; however a senior executive member maybe nominated to be your direct line-supervisor.

The Careers Adviser should work closely with the school Career and Transition Team to develop the **Career and Transition Team Management Plan**, usually for a 12 month period. This will help shape the year's expectations and provide a document for review at the end of the year. Ensure all events are entered onto the school calendar to avoid clashes with exams and assessment due dates.

Samples of Career and Transition Team structures:

[Maitland Grossmann High School](#) (2010)

[Wadalba Community High School](#) (2010)

Samples of Career and Transition Team Management Plans:

[Example template](#)

[Erina High School](#) (2010)

[Terrigal High School](#) (2010)

BUDGET:

The careers budget or the career and transition team budget needs to provide, maintain and update resources such as textbooks, assessment tools and instruments, teaching aids, school-printed materials, up-to-date information communication technology and associated software, audio-visual equipment, consumables and professional development. It is important to budget for these items and plan for replacement and up-dates over time.

All expenditure of the budget needs to be recorded and accounted for.

REPORTING:

Careers advisers should ensure that they report outcomes of student career and transition-related activity to staff, parents, community and other students. Sharing student success builds school community confidence in the career programs and activities being provided to students.

The careers adviser should also contribute to the evaluation of the annual review of the Career and Transition Team Management Plan as well as the reporting by the school for the online School to Work Report provided by State Office.

WORKING WITH OTHERS:

The following is a list of suggestions that should aid the careers adviser in their management and accountability to their school and its community.

- Ensure that you are highly visible – staff morning tea announcements, student assemblies, daily notices, newsletters.
- Keep staff informed of activities that may cause disruption to their routine and student participation in class.
- Pass on relevant career information to curriculum faculties to ensure that other teachers remain current.
- As a new careers adviser find out what routines, practices and expectations the staff and executive have of you. Establish yourself for a little while before you make changes and be prepared to logically justify the changes.
- Be aware that you are often the school's connection to the community and vice versa. You need to be professional in all of your dealings as you represent the Principal, the school and NSW Department of Education and Communities.
- Ensure the Principal is always informed of your key activities and is well briefed by you on any issues that may affect the school or its students.
- Become familiar with staff routines, school structures, executive expectations and enthusiastic staff members who are willing to support you.
- Ensure that you connect to the careers adviser network in your area. These colleagues will give you support, show empathy and provide good local knowledge – as with all groups of people they will have their strengths and weaknesses.

- Know who the Vocational Education Officer / Senior Pathways Officer is for your school and make yourself known to them.

An excellent reference that can orientate you in regards to your obligations in regards to management and accountability is the “Code of Conduct Procedures” accessed through the [Code of Conduct](#) website on the DEC intranet.

Some Tips from two careers advisers - Geoff Griffiths (Erskine Park HS) and Mick Lee (Hunter River HS)

- *Establish your role within the school*
- *Find a role model / support person*
- *Use a diary / Outlook*
- *Be proactive*
- *Present at assemblies, year meetings, staff meetings*
- *Take chances*
- *Share resources with other careers advisers*
- *Attend local professional development opportunities*

